

Attachment C: Evaluation Score Sheet

Date: _____

Application #: _____

Organization: _____

Evaluator #: _____

Score will be assigned as follows:

0 = Did not answer

1 = Met the minimum requirement/expectation

2 = Exceeded the requirement/expectation

Instructions: Each application will be scored individually. Evaluate how well the applicant responded to each criteria listed below. Scores can range from zero to two, half points are accepted (see box). Applications scoring below 55 will not be considered.

Evaluation Criteria	Score (Range 0-2)	Weight	Points (Multiply Score x Weight)	Total Points Possible
NARRATIVE				
ORGANIZATION OVERVIEW: (6 points possible)				
1. The application provides a comprehensive overview of the organization and demonstrates how services offered impact the lives of refugees and other vulnerable or high-risk populations.		X3		6 points possible
PROGRAM SERVICES: (10 points possible)				
2. The application clearly states service categories and details are provided on the case management model including but not limited to total caseload size, general staff structure and model implementation.		X5		10 points possible
TARGET POPULATION: (20 points possible)				
3. The application describes the target population and how case management services improve self-sufficiency, integration and economic stability.		X5		10 points possible
4. The application describes how refugees will access services. Estimated caseloads in each service category are listed and outreach efforts are identified.		X5		10 points possible
STAFF QUALIFICATION: (6 points possible)				
5. Staff infrastructure, including needed experience and qualifications are in place, or a clear plan to put this in place is evident.		X3		6 points possible
COLLABORATION (6 points possible)				
6. The application collaborates with general service providers, refugee providers and refugee community based organizations.		X3		6 points possible
MEASUREMENTS AND OUTCOMES: (20 points possible)				
7. The organization's case management services has resulted in outcomes that positively impact service recipients.		X5		10 points possible
8. The organization describes the tools used to assess case management outcomes.		X5		10 points possible

DATA COLLECTION: (16 points possible)				
9. The organization describes and provides examples on how data is collected and how it is used to improve services.		X3		6 points possible
10. The organization demonstrates willingness to collaborate with DWS and other providers to align data collection. The organization describes ways in which they will contribute to the collaboration.		X5		10 points possible
CUSTOMER FEEDBACK: (6 points possible)				
11. Customer feedback is collected and utilized by the organization.		X3		6 points possible
ATTACHMENTS				
COLLABORATION LETTERS: (2 points possible)				
Letters from partnering organizations, signed by a senior administrator of that organization, clearly delineate any service or financial contribution for each year the project is operating. These are not letters of support.		X 1		2 points possible
501 (c)(3): (0 points possible)				
If applicable (non-profit) the program has provided a 501(c)(3) letter.	Yes/No	N/A	N/A	N/A
NEGOTIATED INDIRECT COST RATE AGREEMENT: (0 points possible)				
If applicable, the program has provided a Negotiated Indirect Cost Rate Agreement.	Yes/No	N/A	N/A	N/A
BUDGET				
BUDGET NARRATIVE AND ITEMIZATION FORM: (10 points possible)				
Details include the cost breakdown for each line item, including any requested administrative costs. Include agencies total budget <ul style="list-style-type: none"> Example: total annual cost for an art instructor = (hourly rate) x (length of class period) x (number of classes taught). Costs should be reasonable and customary. 		X5		10 points possible
TOTAL EVALUATION POINTS		Total		102 points possible

Evaluator Notes and Comments: